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This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*. It applies to all US Air Force (USAF), Air National Guard (ANG) and Air Force Reserve Command (AFRC) organizations (to include contracted locations) that operate or administer functions in facilities in the airfield operations flight (AOF). It provides guidance and procedures for Air Force inspections of USAF owned/operated Airfield Operations facilities. It outlines guidance for Air Force Runway Safety Program Team (AFRSAT) program. This Air Force Instruction (AFI) may be supplemented at any level, however all supplements to include interim changes to previously approved supplements must be routed to Headquarters (HQ) Air Force Flight Standards Agency, Director of Airfield Operations (HQ AFFSA/XA) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847,

Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T- 3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The reporting requirements in this AFI are exempt from licensing with a report control symbol (RCS) according to AFI 33-324, *The Air Force Information Collections and Reports Management Program*. See Attachment 1 for a glossary of references and supporting information used in this instruction.

((ANG)) Air Force Instruction (AFI) 13-204, Volume 2, Airfield Operations Standardization and Evaluations, 1 September 2010, is supplemented as follows and is applicable to the Air National Guard (ANG). This supplement outlines ANG implementation of the requirements of AFI 13-204, Vol 2. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Send recommended changes to this supplement to **usaf.jbanafw.ngb-a3.mbx.A3A-WkFlw-ATC-Airspc-Ranges@mail.mil** or **usaf.jbanafw.ngb-a3.mbx.a3os-am-workflow@mail.mil** for Airfield Management changes. Note: OPR for Airfield Operations is National Guard Bureau, ATC, Airspace, & Ranges Division, Chief, ATC, Airspace & Ranges Division (NGB/A3A). This publication may not be supplemented or further implemented/extended. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Unless otherwise indicated all ANG sup items are tiered (T-2)

SUMMARY OF CHANGES

This interim change revises AFI 13-204 Volume 2 by (1) removing the Air Traffic System Evaluation Program (2) integrating the SAF/IGI inspection guidance outlined in AFI 90-201, *The Air Force Inspection System* (3) incorporating SAF/IGI tier waiver authority criteria outlined in AFI 33-360, *Publications and Forms Management.* Minor changes were made throughout and include reference updates and editing errors. A margin bar (|) indicates newly revised material.

(ANG) This document has been substantially revised and must be completely reviewed. Major changes include removal of requirements associated with the deletion of the Air Traffic System Evaluation Program. Minor changes were made throughout and include reference updates and editing errors.

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Chapter 1

GENERAL INFORMATION

1.1. Delegation of Authority. HQ Air Force Flight Standards Agency (AFFSA) is the USAF's executive agent for terminal area airfield operations (Air Traffic Control (ATC) and Airfield Management (AM)) matters. In this capacity, HQ AFFSA will take policy guidance from the Air Staff and work airfield operations procedural, training, standardization, and integration issues with the FAA, International Civil Aviation Organization (ICAO), Host Nation (HN), and other agencies.

1.2. Scope and Purpose of this Instruction. This instruction provides guidance on managing, operating and evaluating Airfield Operations (AO) services and facilities. AO is comprised of air traffic control (ATC) and airfield management (AM) services. All AO flight personnel shall refer to this instruction for details regarding the technical aspects of their responsibilities. (T-1)

1.2.1. Contract Locations. This AFI applies to contract locations as specifically outlined in the contract Statement of Work (SOW) and/or Performance Work Statement (PWS). (See para 3.3.2.5.)

1.2.2. Use of this Instruction, supplementation, and application of FAA Air Traffic Control (ATC) directives to the USAF. HQ AFFSA establishes USAF standards and procedures for internal AO facility operations. MAJCOMs may supplement USAF standards and procedures specified in this instruction with prior HQ AFFSA coordination and approval. Applicable portions of FAA Order (FAAO) Joint Order (JO) 7210.3, *Facility Operation and Administration*, and FAAO JO 1900.47, *Air Traffic Organization Operational Contingency Plan* have been incorporated into this instruction.

1.2.3. Overseas Locations. While HN or international regulations adopted for USAF use in overseas areas take precedence, every effort should be made to conform to this instruction.

1.2.3.1. HN regulations and procedures apply to USAF controllers who augment a civil or foreign ATC facility.

1.2.3.2. MAJCOMs must identify these procedures and any applicable international regulations in their supplement to this AFI.

1.3. Waivers and Recommended Changes.

1.3.1. Waiver Authority.

1.3.1.1. Waiver authority for Tier 0: Non-Air Force (AF) authority (e.g. FAA).

1.3.1.2. Waiver authority for Tier 1: MAJCOM/CC (delegable no lower than the MAJCOM/A3), with the concurrence of HAF/A3.

1.3.1.3. Waiver authority for Tier 2: MAJCOM/CC (delegable no lower than MAJCOM/A3).

1.3.1.4. Waiver authority for Tier 3: Wing/CC (delegable no lower than Group/CC or equivalent).

1.3.1.5. Waiver authority for Non-tiered compliance items targeted for functions above the wing or equivalent is AFFSA/XA.

1.3.2. Waiver Process.

1.3.2.1. Process waiver requests IAW AFI 33-360, paragraph 1.9.5. (T-1) Units may use the AF Form 4058, *Airfield Operations Policy Waiver* to process waivers to this instruction.

1.3.2.1. **(ANG)** Airfield Operations (ATC and AM), ATCALS maintenance, and Weather shall forward requests for waivers to this supplement to **usaf.jbanafw.ngb-a3.mbx.A3A-WkFlw-ATC-Airspc-Ranges@mail.mil** for ATC waivers or **usaf.jbanafw.ngb-a3.mbx.a3os-am-workflow@mail.mil** for Airfield Management waiver review/approval. The letter of request shall be signed by the unit commander and include the rationale for the waiver. Waiver requests for non-military airfield management organizations will include concurrence of the appropriate operators involved. Include full justification and necessary coordination in waiver packages. Note: Digital signatures are acceptable.

1.3.2.2. If deemed necessary, submit additional data (e.g., Letters of Procedure (LOP), airspace maps, traffic patterns, airfield diagrams, etc.) to substantiate the waiver request.

1.3.2.3. AOF/CC will forward a copy of the approved waiver to AFFSA/XA (**qaffsa.a3a@us.af.mil**) for publication OPR's situational awareness, consolidation/filing into the master waiver file, and to identify/track possible trends. (T-1)

1.3.2.4. Tier 0 waiver: Following a MAJCOM/CC (delegable no lower than MAJCOM Director) request, the appropriate MAJCOM functional OPR will submit the package to AFFSA/XA. AFFSA/XA will submit the package to the publication OPR (i.e. external agency/Non-AF authority) for concurrence/approval. Package results will be provided to the appropriate MAJCOM functional OPR.

Exception: Waivers to FAA publications must be coordinated with the MAJCOM OPR for Airfield Operations (AO) and the appropriate Air Force Representative (AFREP). (T-0) Submit the waiver package and Safety Risk Management Document (SRMD) through the MAJCOM OPR for AO to AFFSA/XA. (T-0) Upon AFFSA/XA concurrence to proceed, the AFREP will forward the waiver package and SRMD to FAA for processing. The AFREP will monitor the waiver process and inform the requesting unit, MAJCOM OPR for AO, and AFFSA/XA of FAA's determination. (T-0)

1.3.2.5. Tier 1 waiver: Following a MAJCOM/CC (delegable no lower than MAJCOM Director) request, the appropriate MAJCOM functional OPR will submit the package to AFFSA/XA. AFFSA/XA will submit the package to HAF/A3 (certifying official) for concurrence. Package results will be provided to the appropriate MAJCOM functional OPR.

1.3.2.6. Tier 2 waiver: Staff waiver requests in accordance with MAJCOM guidance. (T-2)

1.3.2.7. Tier 3 waiver: Staff waiver requests in accordance with Wing guidance. (T-3)

1.3.3. Recommended Changes. Submit recommended changes to this AFI and FAA guidance through the MAJCOM OPR for AO to HQ AFFSA using AF Form 847, *Recommendation for Change of Publication.*

1.4. HQ USAF and MAJCOM Responsibilities.

1.4.1. Ensures appropriate ATC and/or AM representation on aircraft mishap Safety Investigation Boards (SIBs), as prescribed in AFMAN 91-223, *Aviation Safety Investigations and Reports*. HQ AFFSA and/or MAJCOM AO staff personnel should complete the Aircraft Mishap Investigation Course (AMIC) at the Air Force Safety Center.

1.4.1.1. If the MAJCOM is unable to provide appropriate representation to the SIB, contact HQ AFFSA to locate a qualified SIB representative.

1.4.2. HQ AFFSA:

1.4.2.1. Establishes USAF standards for providing AO services through publication of this AFI.

1.4.2.2. Collaborates with SAF/IGI and MAJCOM staffs to develop inspection guidance and criteria of AO functional areas: Airfield Management, Air Traffic Control Operations, Air Traffic Control and Landing Systems, Terminal Instrument Procedures, Airfield Operations Management . AO facilities will be inspected for efficiency, effectiveness, safety and compliance with applicable criteria (e.g. USAF, FAA, Host Nation and ICAO). Publishes AFI 13-204v2.

1.4.2.3. Utilizes Air Force Safety Automated System (AFSAS) to administer program oversight for USAF review of AO related Hazardous Air Traffic Report (HATR), Controlled Movement Area Violation (CMAV), mishaps, and Bird/Wildlife Aircraft Strike Hazard (BASH) incidents in coordination with AF Safety Center and MAJCOM AO staffs.

1.4.2.4. Reviews and evaluates all mishap/HATR causes, observations and recommendations and coordinate resolution with MAJCOM AO staffs.

1.4.2.5. Authors HQ USAF/A3O and HQ AFFSA Command Endorsements to AO related mishaps as prescribed in AFI 91-204, *Safety Investigations and Reports* and AFMAN 91-223.

1.4.2.6. Review IG reports to identify and correct negative trends in providing AO services, staffing, training or equipment.

1.4.2.7. Develop AF-level Self-Assessment Communicators (SACs) IAW AFI 90-201.

1.4.2.8. Works with SAF/IGI to evaluate and determine the need for additional AF level focus on special interest items (SIIs).

1.4.3. MAJCOM OPR for AOs:

1.4.3.1. Supplement USAF AO related guidance with MAJCOM specific requirements. Provides direct AO functional oversight and assistance to facilitate activities/operations of unit level Airfield Operations Flights (AOFs).

1.4.3.2. Implements the AF Inspection Program IAW AFI 90-201.

1.4.3.3. Utilizes AFSAS, if available, for MAJCOM review of AO related HATRs, CMAVs, mishaps and BASH incidents in coordination with MAJCOM Safety staffs.

1.4.3.4. Review all USAF mishap reports involving AO personnel or services at locations within their Command and provide input to Command Endorsements, as prescribed in AFI 91-204 and AFMAN 91-223.

1.4.3.5. Reviews Airfield Operations Board (AOB) minutes, to identify and correct negative trends in providing AO services, AOF staffing, training or equipage.

1.4.3.6. Identify any negative trends observed over the last calendar year's IG reports, AO related HATRs, CMAVs, mishaps and BASH incidents. MAJCOMs shall provide trends and analysis information to HQ AFFSA for inclusion in the annual Trends and Analysis Report, NLT 31 January of the following calendar year.

1.4.3.7. Implements the Air Force Runway Safety Program Team (AFRSAT) program IAW this publication.

1.4.3.8. Collaborates with MAJCOM IG office to evaluate and determine the need for additional MAJCOM-level focus on SIIs.

Chapter 2

UNIT-LEVEL QUALITY ASSURANCE REQUIREMENTS

2.1. Unit Self-Assessment. AO facility managers will conduct a continuous self-assessment using published AF-level SACs and SIIs located in the Management Internal Control Toolset (MICT) Portal. (T-1)

2.1.1. Staff Assistance Visits (SAV). A unit commander may request a MAJCOM or AFFSA AO staffs SAV. Refer to AFI 90-201, Chapter 1 for additional information.

2.2. Cooperative Quality Assurance and Safety Programs.

2.2.1. Base Level Evaluations. Several base-level programs are designed to periodically assess the AOF's integrated participation with other agencies in supporting the wing mission. These include evaluations such as Operational Readiness Exercises/Inspections (ORE/ORI) and Base Exercise Evaluations. See AFI 13-204, Vol 3, *Airfield Operations Procedures and Programs* for specific AOF actions regarding exercises.

2.2.2. The AOF will support Wing Safety programs such as the BASH and the Mid-Air Collision Avoidance (MACA) Programs. (T-3) Refer to AFI 91-202, *The US Air Force Mishap Prevention Program* for details regarding these programs.

2.3. Safety Reports. AFMAN 91-223, establishes and provides guidance for reporting Class E safety events. The intent of reporting these events is not only to identify potentially hazardous aviation practices or procedures at a local unit, but to disseminate information which might prevent similar hazardous conditions at other USAF locations.

2.3.1. CMAVs. Report CMAVs and runway incursions using the AF Form 457, *USAF Hazard Report* in accordance with AFMAN 91-223. (T-1)

2.3.1.1. Report airfield infractions caused by aircraft, vehicles, or pedestrians entering the CMA without specific control tower approval. (T-1)

2.3.2. HATRs. Report HATR events using the AF Form 651, *Hazardous Air Traffic Report* in accordance with AFI 91-202, AFI 91-204, and AFMAN 91-223. (T-1)

2.3.2.1. Report any air traffic or hazardous movement area occurrence that endangers the safety of an aircraft or Unmanned Aircraft System (UAS)/Remotely Piloted Aircraft (RPA). (T-1)

2.3.2.2. If unit level AOF services are identified as contributory/causal to the HATR, the AOF/CC must provide comments in the final HATR message prepared by the wing safety office. (T-1) If the AOF/CC concurs with the content of the HATR, simply state, "AOF/CC concurs." If the AOF/CC non-concurs, specific details of the disagreement must be identified. Comments may also be added to clarify events, for the benefit of cross-tell to other airfield operations locations.

2.3.3. Runway Incursion Operational Categories. For trend and analysis purposes, all runway incursions (CMAV/HATR) are further classified into three operational categories (Operational Error, Pilot Deviation, Vehicle/Pedestrian) as defined in **Attachment 1**. The AOF/CC and Safety Office will work as a team to assign operational categories. (T-1) The

AOF/CC will ensure these classifications are annotated in the recommendations section of the AF Form 457 or the narrative section of the AF Form 651. (T-1)

2.3.3. **(ANG)** The Air Traffic Control Squadron Commander (or equivalent), Operations Support Flight Commander (OSF/CC) or Operations Support Squadron (OSS) Commander (where no ATCS/CC is assigned) and Safety Office will work as a team to assign operational categories. (T-1) The ATCS/CC and/or OSF/CC, and/or OSS/CC will ensure these classifications are annotated in the recommendations section of the AF IMT 457 or the narrative section of the AF IMT 651. (T-1)

2.3.4. Units will notify their MAJCOM AOs within 24 hours of a CMAV/HATR incident. (T-1)

2.3.5. Civil Pilot/Procedural Deviations. Report alleged deviations by civil aircraft to the nearest General Aviation District Office, Flight Standards District Office, Air Carrier District Office or equivalent HN agency in accordance with FAAO JO 8020.16, *Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting*. (T-0)

2.4. Flight Inspections. The flight inspection program is established to verify the performance of air navigation services and associated instrument flight procedures. Flight inspection frequency, coordination requirements and profiles of procedures flown are described in AFMAN 11-225, *United States Standard Flight Inspection Manual*. Prompt and accurate coordination between affected AO facility managers, Air Traffic Control and Landing Systems (ATCALS) maintenance personnel, and the affected flying community is critical to ensuring successful and expedient flight inspection services. The AOF/CC will track flight inspection completion dates and subsequent evaluation requirement for all ATCALS, and brief upcoming flight inspection requirements at the AOB. (T-0)

2.5. Air Traffic Control Specialist (ATCS) Certificate and Control Tower Operator (CTO). Only those personnel that possess a valid ATCS Certificate (FAA Form 7220-1) shall be authorized to perform air traffic control duties in USAF facilities. (T-0) Additionally, in accordance with the Code of Federal Regulations (CFR) 14, Part 65, Subpart B, *Air Traffic Control Tower Operators,* control tower personnel must possess a valid CTO certificate. (T-0) This applies to any issuance of air traffic control instructions to airborne aircraft and aircraft on the ground, except when an unqualified controller is under direct supervision of a qualified air traffic controller. To obtain a CTO and an ATCS certificate, an individual must also qualify physically according to AFI 48-123, *Medical Examinations and Standards* (for GS-2152 personnel, FAA medical standards) and satisfactorily complete a formal Department of Defense (DoD) or Department of Transportation (DoT) basic ATC course. (T-0)

2.5.1. **Replacement of the ATCS Certificate**. The ATCS examiner will replace lost, destroyed, or unserviceable certificates. (T-0)

2.5.2. **Reissue of the ATCS Certificate**. The ATCS examiner will reissue the ATCS certificate to individuals who have a primary or secondary AFSCs of 13MX or 1C1X1, or civilian GS-2152 equivalent provided they meet one of the following conditions: (T-0)

2.5.2.1. An active duty controller who returns from duty outside ATC.

2.5.2.2. A discharged controller who re-enlists or joins the ANG as an air traffic controller.

2.5.2.3. A previously certified FAA or DoD or military controller who is hired as a GS-2152 (Terminal) at an Air Force active duty, ANG, or AFRC location.

2.5.2.4. An individual whose certificate was canceled for medical reasons, but the medical condition no longer exists and MAJCOM/SGP medically certifies the controller.

2.5.3. The NCOIC, Standardization and Evaluation (NSE), NCOIC, Training and Standardization (TSN), Assistant NCOIC, Training and Standardization (ATSN), Assistant NCOIC, Standardization and Evaluation (ANSE) will verify the individual meets criteria of paragraph **2.5** before reissuing the certificate. (T-3)

2.6. ATC Facility Rating/Position Evaluation Requirements. The NSE, TSN, ATSN, ANSE, CTO Examiner, or civilian GS-2152 equivalent will ensure the trainee meets the requirements of Career Field Education and Training Plan/Specialty Training Skills (CFETP/STS) and local requirements. Accomplish the knowledge evaluation by using the CTO and ATCS examiner-developed facility rating tests based on the objectives set in the PCGs. Observe the trainee's performance for a reasonable period under normal workload as prescribed by the standards of the Position Certification Guide (PCG). Simulation may be used to augment the evaluation.

2.6. (ANG)ATC Facility Rating/Position Evaluation Requirements. The NSE/CSE, Chief, ATC Training and Standardization (TSN), ATSN, ANSE or CTO Examiner will develop standardized certification evaluation checklists using FAA Form 8400-3, Application for an Airman Certificate and/or Rating, and position certification guides. Any position certification shall include a written test as well as practical application based on the standards identified in the position certification guides.

2.6.1. Certification Completion:

2.6.1.1. Control Tower Facility Rating (Pass).

2.6.1.1.1. Document evaluation on AF Form 623a, *On-the-Job Training Record Continuation Sheet* or a suitable substitute. (T-1) Retain evaluation in AF Form 623, *Individual Training Record Folder* until individual has a Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), separation, or transfer to another DoD location. (T-1)

2.6.1.1.2. Issue FAA Form 8060-4, *Temporary Airman Certificate* to the controller. (T-0)

2.6.1.1.3. Send FAA Form 8400-3, *Application for an Airman Certificate and/or Rating* to the FAA. (T-0) **Note:** In accordance with CFR Part 65.39, *Practical Experience Requirements: Facility Rating* an applicant for a facility rating at any control tower must have satisfactorily served as an ATC Tower operator for at least 6 months for award of CTO certificate. (T-0) However, individuals may work unmonitored in positions they are certified under supervision of a WS/SC.

2.6.1.1.4. Document position and facility ratings on AF Form 3622, *Air Traffic Control/Weather Certification and Rating Record*. (T-1)

2.6.1.1.5. Document the results of the evaluation on AF Form 3616, *Daily Record of Facility Operation*. (T-1)

2.6.1.2. Control Tower Facility Rating (Fail).

2.6.1.2.1. Document evaluation on AF Form 623a or suitable substitute. (T-1)

2.6.1.2.2. Decertify deficient task items in CFETP/STS. (T-1)

2.6.1.2.3. Refer the individual to the CCTLR to determine whether to reenter the controller into position/facility rating training or initiate action to withdraw the individual from the career field. (T-1)

2.6.1.2.4. Document the results of the evaluation on AF Form 3616. (T-1)

2.6.1.3. Radar Approach Control/Ground Control Approach/Radar Final Control (RAPCON/GCA/RFC) Facility Rating (Pass).

2.6.1.3.1. Document evaluation on AF Form 623a or suitable substitute. (T-1) Retain evaluation in AF Form 623 until individual has a Permanent Change of Station (PCS), Permanent Change of Assignment (PCA), separation, or transfer to another DoD location. (T-1)

2.6.1.3.2. Document the rating on the controllers FAA Form 7220.1, *Air Traffic Control Specialist (ATCS) Certificate*. (T-0)

2.6.1.3.3. Document position and facility ratings on AF Form 3622. (T-1)

2.6.1.3.4. Document the results of the evaluation on AF Form 3616. (T-1)

2.6.1.4. RAPCON/GCA/RFC Facility Rating (Fail).

2.6.1.4.1. Document the evaluation on AF Form 623a or suitable substitute. (T-1)

2.6.1.4.2. Decertify deficient task items in CFETP/STS. (T-1)

2.6.1.4.3. Refer the individual to the CCTLR to determine whether to reenter the controller into position/facility rating training or initiate action to withdraw the individual from the career field. (T-1)

2.6.1.4.4. Document the results of the evaluation on AF Form 3616. (T-1)

2.6.1.5. Tower/Radar Position Certifications. (T-1)

2.6.1.5.1. Document evaluation (pass or fail) on AF Form 623a or suitable substitute. (T-1)

2.6.1.5.2. Document all position certifications on AF Form 3622. (T-1)

2.6.1.6. The trainee, trainer, WS, CCTLR, (NSE, TSN, and CTO Examiner as appropriate), NATCT, and AOF/CC or civilian GS-2152 equivalents must coordinate on the AF Form 623a or suitable substitute for position and facility evaluations. (T-1) Retain position evaluations in AF Form 623 in accordance with paragraph 2.6.1.1.1 and 2.6.1.3.1 of this volume until award of the overall facility evaluation. (T-1)

2.7. Suspension of ATC Position Certification and Facility Rating. The AOF/CC, CCTLR, NSE, TSN, and CTO examiner have the authority to suspend position certifications. When

controllers' control practices demonstrate a hazard to flying safety or he/she fails to meet proficiency requirements, take the following actions:

2.7.1. Hazard to Flying Safety. The AOF/CC or CCTLR will suspend all position certifications and ratings in all facilities due to a controller's demonstrated hazard to flying safety. (T-0) Annotate an "S" on the controller's AF Form 3622 and the effective date of suspension in the "date cancelled" block next to each position certification. (T-1) Within 10 duty days, re-enter the controller into training or cancel position certifications and initiate withdrawal procedures in accordance with AFI 13-204v3. (T-1) Never erase or overwrite an "S" annotated on AF Form 3622. **Note:** The deployed CCTLR must notify the home station CCTLR of suspension actions. (T-1)

2.7.2. Failure to Meet Proficiency Requirements. When a controller has not met CCTLR established position proficiency requirements, suspend certifications or facility ratings. (T-1) **Note:** Do not annotate an "S" on AF Form 3622 for failure to meet proficiency requirements.

2.7.3. ATC AF Form 623a Documentation. Document suspensions on an AF Form 623a or suitable substitute and retain in the controller's AF Form 623 for a minimum of one year with the following: (T-1)

2.7.3.1. Controller's name.

2.7.3.2. Effective date of suspension.

2.7.3.3. All ratings and certifications affected.

2.7.3.4. Reason for rating or position certification suspension.

2.7.3.5. Recommended course of action.

2.7.3.6. Signature of suspended controller and suspending authority.

2.7.4. The CCTLR, NATCT, NSE, TSN, CTO Examiner, and AOF/CC or civilian GS-2152 equivalents must coordinate on the AF Form 623a or suitable substitute when canceling or suspending a controller's certification for reasons other than PCS, PCA, separation, or transfer to another DoD location. (T-1)

2.8. Cancellation of ATC Position Certifications and Facility Ratings. Cancel position certifications and facility ratings when a controller departs PCS, PCA, transfers to another DoD location, or does not re-enter into training within 10 duty days after a Hazard to Flying Safety suspension. (T-1) The AOF/CC and/or CCTLR have the authority to cancel position certifications and facility ratings. Documentation: Enter a "C" and the effective date of cancellation in the "date cancelled" block on the controller's AF Form 3622, next to the position certifications and facility rating being cancelled, or split the block on a previously documented suspension and enter the "C" and effective date. (T-1) **Note:** At the discretion of the CCTLR, position certifications and facility ratings for prior military controllers who are re-hired into the same facility as a civilian controller may be recognized as valid and current, contingent on the successful completion of a special evaluation to demonstrate proficiency. (T-1)

2.9. ATC Special Evaluations. Special evaluations are conducted on controllers who have had ratings suspended as a result of a demonstrated hazard to flying safety or due to a lack of proficiency. Evaluators must perform special evaluations while plugged into the same position as the suspended controller until satisfactory results are achieved. (T-1)

2.9.1. Hazard to Flying Safety. Only the NSE/ANSE, TSN/ATSN, CTO Examiner or civilian GS-2152 equivalents may conduct special evaluations on controller's whose ratings were suspended as a result of flying safety.

2.9.2. Failure to Meet Proficiency Requirements. The CCTLR, NSE/ANSE, TSN/ATSN, CTO Examiner, or a qualified WS may conduct a special evaluation due to failure to meet proficiency requirements.

2.9.3. Documentation. Document all special evaluation results on AF Form 623a or suitable substitute and enter the evaluation in the controller's AF Form 623. (T-1) Retain for one year after reinstatement. Annotate on AF Form 3616 the following information: (T-1)

2.9.3.1. Who is performing the special evaluation.

2.9.3.2. Who the special evaluation is being conducted on.

2.9.3.3. Position(s) being evaluated.

2.9.3.4. Reason for Special Evaluation.

2.9.4. The CCTLR, NATCT, NSE and WS or civilian GS-2152 equivalents must coordinate on the AF Form 623a or suitable substitute when suspending a controller's certification for failure to meet proficiency requirements. (T-1)

2.10. Annual ATC and Controller Evaluations.

2.10.1. **Annual Evaluations.** The NSE, TSN, ANSE, ATSN, CTO examiner or civilian GS-2152 equivalents will evaluate each controller using a locally developed annual evaluation checklist NLT 365 days from the anniversary of the initial position certification or last annual evaluation. (T-1) For controllers who hold ratings in multiple facilities an annual evaluation will be completed in each facility using live traffic or a combination of live and simulated traffic to complete. (T-1) For facilities with multiple position requirements conduct the evaluation in the most complex position or the most complex position the controller is qualified in. (T-1) CCTLRs must identify the most complex position and procedures for overdue annual certifications in an LOP. (T-1) **Note:** When a controller has not had an annual evaluation conducted within the allotted time period, suspend certifications or facility ratings. (T-1) Do not annotate an "S" on AF Form 3622 for failure to meet annual controller evaluation requirements.

2.10.1. **(ANG)** Annual Evaluations. The annual evaluation, for facility rated controllers, shall include both practical application and the administration of the facility rating examination. The annual evaluation, for position certified controllers, shall include both practical application and the administration of the position certification examination.

2.10.2. Controller Evaluations. A controller evaluation is conducted on a qualified controller in any position deemed necessary when judgment, actual proficiency levels (based on the established PCG standards), or questionable practices warrant further evaluation. The AOF/CC, CCTLR, NSE, TSN, CTO examiner or civilian GS-2152 equivalents has the authority to direct a qualified controller be evaluated. The NSE/ANSE, TSN/ATSN, CTO examiner or civilian GS-2152 equivalents will conduct the controller evaluation during live traffic or a combination of live and simulated traffic. (T-1)

2.10.3. Annual/Controller Evaluation Actions.

2.10.3.1. Annual/Controller evaluation (Pass).

2.10.3.1.1. Document evaluation on AF Form 623a or suitable substitute and retain in the individual's training record until the next annual evaluation is accomplished. For individuals that are not facility rated, maintain all position evaluations in the individual's training record until the facility rating is awarded. (T-1)

2.10.3.1.2. Document results of the evaluation on AF Form 3616. (T-1)

2.10.3.2. Annual/Controller Evaluation (Fail).

2.10.3.2.1. Controllers who fail an annual/controller evaluation will have their facility ratings and position certifications for all facilities suspended until recertified. Annotate an "S" on the controller's AF Form 3622 and the effective date of suspension in the date canceled block next to each position certification. (T-1)

2.10.3.2.2. Decertify deficient task items in CFETP/STS. (T-1)

2.10.3.2.3. Document evaluation on AF Form 623a or suitable substitute. (T-1)

2.10.3.2.4. Refer the individual to the CCTLR to determine whether to reenter the controller into facility training or initiate action to withdraw the individual from the career field. (T-1)

2.10.4. The CCTLR, NATCT, NSE, TSN, CTO Examiner and AOF/CC must coordinate on the annual/controller evaluation AF Form 623a or suitable substitute. (T-1)

2.11. ATC Facility Evaluations. (Not applicable to Morón AB, RAF Fairford, Chievres AB, and Cape Canaveral). The NSE/ANSE/TSN/ATSN will conduct periodic facility evaluations, on each crew, at least every 90 days to ensure adherence to facility operating directives and standard application of procedures. **Note:** For facilities without established crews, the NSE/TSN must conduct three random evaluations every 90 days. (T-2)

2.11.1. As a minimum, the NSE will observe: (T-2)

2.11.1.1. Crew application of Crew Resource Management (CRM) principles:

2.11.1.1.1. Situational Awareness.

2.11.1.1.2. Effective Communications.

2.11.1.1.3. Risk Management.

2.11.1.1.4. Workload Management.

2.11.1.1.5. Group Dynamics.

2.11.1.1.6. Stress Awareness and Management.

2.11.1.2. Application of standard phraseology.

2.11.1.3. Application of separation criteria.

2.11.1.4. Inter/intra facility coordination.

2.11.1.5. Position awareness. Performing position responsibilities in accordance with FAAO JO 7110.65 and LOPs.

2.11.1.6. Weather reporting procedures.

2.11.1.7. Crew change/position relief procedures.

2.11.1.8. Use of checklists.

2.11.2. The NSE/TSN will develop a local checklist for conducting facility evaluations. As a minimum, the checklists must contain the required items outlined in paragraph 2.11.1. (T-2)

2.11.3. Document the results of each evaluation and forward to the AOF/CC and CCTLR for review and/or action. Retain facility evaluations for a minimum of one year. (T-2)

2.12. Airfield Certification/Safety Inspection.

2.12.1. The Airfield Manager (AFM), in conjunction with Civil Engineering (CE) and Safety (SE), will conduct the Annual Certification/Safety Inspection to evaluate the airfield's condition and compliance with USAF airfield infrastructure and safety requirements. (T-2) The results of the inspection are briefed at the AOB. (T-2)

2.12.1.1. The Airfield Certification/Safety Inspection Checklist, Attachment 4, (also found on the HQ AFFSA AO SharePoint website) will be used to document violations and unsatisfactory conditions on the airfield. (T-3) Representatives from ATCALS, Weather, Security Forces and Terminal Instrument Procedures (TERPS) are highly encouraged to participate and provide technical expertise in their functional areas.

2.12.1.2. The AFM, in conjunction with CE, will determine appropriate airfield maintenance/construction projects needed to correct deficiencies and the prioritization. (T-3) The AFM will provide CE with the inspection results. (T-3) This information along with the annual waiver package will be briefed at the next Facilities Board. (T-3)

2.12.1.3. The AFM, in conjunction with CE and SE, will describe the risk control measures taken to minimize hazards. (T-3) These precautions would include items such as NOTAMs, closure of unsafe airfield areas or noncompliant portion of the airfield, briefing programs to flying personnel on safety and procedures, etc. (T-3)

2.12.1.4. All discrepancies will include work order or project numbers, estimated cost to repair/install and estimated completion date. (T-3)

2.12.1.5. The AOF/CC will staff the inspection report for wing level review/coordination. (T-3)

2.12.1.5.1. Results will be briefed at the first AOB following completion of the inspection and maintained on file by the AFM in accordance with Air Force RDS, Table 33-46, Rule 31.00. (T-3)

2.12.1.5.2. The staff package must contain the Airfield Certification/Safety Inspection checklist and appropriate airfield maintenance projects needed to correct deficiencies. (T-3)

2.12.1.5.3. The OG/CC, MSG/CC, AFM, CES, and Wing Safety shall review and coordinate on the staff package prior to WG/CC's coordination/endorsement. (T-3)

2.12.1.5.4. The WG/CC will review/coordinate on the inspection report. (T-3)

2.12.1.5.5. Results are staffed to the WG/CC for signature and released to MAJCOM AO staff for further dissemination. (T-2)

Chapter 3

CONDUCTING INSPECTIONS OF AIRFIELD OPERATIONS FUNCTIONS

3.1. Scope and Objectives. Refer to AFI 90-201 for IG guidance on inspecting AO functional areas.

3.1.1. DELETED

3.1.2. DELETED

3.1.3. DELETED

3.1.4. DELETED

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3.1.6. DELETED

3.1.7. DELETED

3.1.8. DELETED

3.2. Responsibilities.

3.2.1. HQ AFFSA:

3.2.1.1. Collaborates with the Career Field Managers (e.g. 13M, 1C1, 1C7 and 1C8) and SAF/IGI on inspection criteria and standards of AO facilities.

3.2.1.2. DELETED

3.2.1.3. DELETED

3.2.1.4. Develop, maintain, and update SACs in accordance with AFI 90-201. Notify MAJCOM AO staffs when new SACs are uploaded to MICT.

3.2.1.5. If staffing and resources permit, HQ AFFSA personnel may augment MAJCOM IG, if requested, and approved by MAJCOM/IG.

3.2.1.6. DELETED

3.2.1.7. DELETED

3.2.2. MAJCOM AO staffs:

3.2.2.1. Participate on IG inspections of subordinate units.

3.2.2.2. Coordinate proposed MAJCOM SIIs with MAJCOM IG and submit recommended SACs changes to HQ AFFSA for approval.

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3.2.2.4. DELETED

3.2.2.5. DELETED

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3.3.2.5. DELETED

3.4. IG INSPECTOR/AUGMENTEE (AO personnel qualifications):

3.4.1. DELETED

3.4.2. Airfield Operations Management (AOM) – Normally a minimum grade Capt with AOF/CC experience. Must hold AFSC 13M3 or civilian GS-2152/2150 equivalent. They brief the AOF/CC daily on the progress of the evaluation.

3.4.3. Radar (ATC) – Normally a minimum grade SMSgt/9-level or civilian GS-2152 equivalent with CCTLR experience - Must hold AFSC 1C100/1C191/GS-2152 -SEI 956/365.

3.4.4. Tower (ATC) – Normally a minimum grade MSgt/7-level or civilian GS-2152 equivalent with CCTLR experience -Must hold AFSC 1C100/1C191/1C171/GS-2152 -SEI 955.

3.4.5. Training (ATC) – Normally a minimum grade MSgt/7-level or civilian GS-2152 equivalent with NATCT/NSE experience -Must hold AFSC 1C100/1C191/1C171/GS-2152 -SEI 055/362.

3.4.6. Airfield Safety and Compliance (AM) – Normally a minimum grade of MSgt/7-level or civilian GS-2150 equivalent with two years experience as an Airfield Manager, SEI 368 and completion of all AM Position Certification Guides (PCG).

3.4.7. AM Operations and Training (AM) – Normally a minimum grade of MSgt/7-level or civilian GS-2150 equivalent with two years experience as an NCOIC, Airfield Management Operations and NCOIC, Airfield Management Training and SEI 368.

3.4.8. Airfield Systems/Radar (ATCALS) – Normally a minimum grade of MSgt/7-level or civilian equivalent and held position of airfield systems/Radar work center NCOIC within the past ten years. Although not required, experience with the Digital Airport Surveillance Radar (DASR) and equipment certification procedures is desirable.

3.4.9. TERPS – Minimum of two years TERPS experience. Enlisted personnel must hold TERPS SEI 357; civilian personnel must have completed USAF Global Procedure Designer (GPD) training. TERPS Inspector evaluates the TERPS processes, equipment, and compliance with directives. When necessary, MAJCOM will support the IG team by providing technical advice relating to instrument procedure criteria, interpretation, and assistance on the application of instrument procedure requirements. **Note:** TERPS Unit

Effectiveness Inspection (UEI) evaluator is only required at locations where the MAJCOM does not have unit-level TERPS responsibility.

3.4.10. DELETED

3.4.11. DELETED

3.4.12. Airfield Operations Systems Specialist (AOSS) - Completed technical systems training and minimum of two years as a system administrator for Airfield Operations Automated Systems (AOAS) supporting the National Aerospace System (NAS) or host nation equivalent. Must hold SEI 376 and AFSC 1C171/1C191/1C100 or GS-2152.

3.4.13. Mandatory Training. See AFI 90-201 for mandatory training requirements.

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3.7.1. DELETED

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3.9. Inspection Areas. AO inspection areas are outlined in AFI 90-201.

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3.9.14. DELETED

3.10. Deficiencies. IG deficiencies will be reported, tracked and closed IAW AFI 90-201.

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3.10.1.1. DELETED

3.10.2. DELETED

3.10.3. DELETED

3.10.3.1. DELETED

3.10.3.2. DELETED

Table 3.1. DELETED

3.11. Special Interest Items (SII). See AFI 90-201 for SII information.

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3.12. DELETED

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3.13.6.5. DELETED

3.14. Problem and Observation Closure Instructions. The Wing/CV or designated representative shall convene the AOB within 30 days after receiving the ATSEP report to address observations and actions taken to resolve deficiencies. The AOB is the primary forum for resolving problems and observations. AOB meeting minutes shall reflect action taken or planned for each observation and include the Office of Primary Responsibility (OPR) for each reported item. Status of open observations and their estimated closure dates shall be reflected in

AOB meeting minutes until actions are complete. Official approval notification should be the final AOB meeting minutes entry for each observation closed. AOB meeting minutes shall be marked "FOR OFFICIAL USE ONLY" when they include ATSEP report observations. **Note 1:** A problem and observation cannot be closed until the core issues that warrant the write-up has been fully resolved and management control has been taken to prevent recurrence of these significant issues. **Note 2:** During the first AOB following receipt of final ATSEP report, units complete a risk assessment and assign a risk level (extremely high, high, medium, or low) associated with each observation using the below matrix and AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools* to assess the severity and probability of risk.

Figure 3.1. DELETED

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Chapter 4

AIR FORCE RUNWAY SAFETY ACTION TEAM (AFRSAT)

4.1. Program Objectives. AFRSATs provide an objective perspective of runway safety issues such as runway incursions/excursions to reduce imminent negative trends or unsafe conditions identified through trend and analysis, mishap reports, HATR, or hazard reports. AFRSAT visits may be directed by HAF or MAJCOM, or may be requested by individual units.

4.2. Program Scope. AFRSATs are used to analyze, report and determine corrective actions for AO and support agencies for safety, compatibility and adequacy related to runway safety. The AFRSAT functional experts will evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

4.2.1. Team Composition. Team composition will be based on the area(s) being evaluated.

4.2.2. Qualifications. Individuals qualified for IG Team inspector/augmentation duties are also qualified to assume AFRSAT team duties. It is recommended AFRSAT members shadow regional FAA RSATs prior to conducting AFRSAT duties. MAJCOM AO will coordinate with their respective FAA regional runway safety office.

4.2.3. Scheduling AFRSAT Visits.

4.2.3.1. MAJCOM AO staff will schedule AFRSAT visits based on results of data analysis identifying negative trends or unsafe conditions at locations under their oversight. Notify units a minimum of 45 days prior to AFRSAT visits. Schedule changes will be provided as they occur.

4.2.3.2. Bases may request AFRSATs to visit their installations at any time, however a minimum of 45 days is needed to schedule the AFRSAT.

4.2.3.3. In preparation for the AFRSAT visit, the team lead will obtain all applicable documents from the unit being evaluated a minimum of 15 days prior to the visit. In addition, all data (MISHAP/Accident/CMAV reports) pertaining to the AFRSAT visit will be analyzed and evaluated for trends.

4.2.3.4. Prior to the AFRSAT departing, normally the team lead will hold a preliminary meeting with team members to discuss the AFRSAT visit and the strategy for the event.

4.2.3.5. The AFRSAT will include an in-brief and out-brief to the Wing/CV or their designated representative. Members in attendance should include AO (AOF/CC, ATC Tower, Airfield Manager), Flight/Ground Safety, Radio Maintenance, flying unit representatives, and individual units as applicable.

4.2.3.5. **(ANG)** Add ATCALS Maintenance is included as a required attendee.

4.2.4. Evaluation. The AFRSAT will use the applicable checklist developed by HQ AFFSA and located on HQ AFFSA AO SharePoint website.

4.2.5. Plan. The AFRSAT will help the unit develop a plan to correct the negative trend or unsafe condition within 15 days of the visit. The plan will include:

4.2.5.1. Overview of the negative trend or unsafe condition.

4.2.5.2. Statistics/data supporting the negative trend or unsafe condition (Mishap/CMAV/ Accident reports).

4.2.5.3. The current airport diagram displaying the location of the negative trend/unsafe condition, as applicable.

4.2.5.4. A listing of problem areas and/or contributing causes to the individual events leading to the negative trend/unsafe condition. Each problem area discovered will include a recommendation to correct the problem.

4.2.5.5. The designated unit within the wing who is responsible for tracking and monitoring the action items and for providing a status update to MAJCOM AO staff every 90 days or as requested.

4.2.5.6. The plan will be properly designated "For Official Use Only."

4.2.5.7. MAJCOM AO staff will forward the plan to HQ AFFSA within 30 days of completion of the AFRSAT's visit.

4.2.6. MAJCOM AO staff will conduct follow-up within 6 months after the AFRSAT visit. A follow-up at a minimum will include a table-top review (teleconference) to discuss the status of all action items. If necessary, another site visit will be conducted. The table-top review will be documented and the results published to all attendees.

Chapter 5

TRENDS AND ANALYSIS (DELETE)

JOHNNY A. WEIDA, Maj Gen, USAF
Asst DCS, Operations, Plans, and Requirements

(ANG)

STANLEY E. CLARKE III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 13-2, *Air Traffic Control, Airspace, Airfield and Range Management,* 7 August 2007

AFMAN 11-225_IP, *United States Standard Flight Inspection Manual,* 1 October 2005

AFI 11-230, *Instrument Procedures*, 27 September 2013

AFI 13-204, Volume 1, *Airfield Operations Career Field Development,* 9 May 2013

AFI 13-204, Volume 3 IC 1, *Airfield Operations Procedures and Programs,* 9 January 2012

AFI 13-213, *Airfield Driving,* 1 June 2011

AFI 31-401, *Information Security Program Management,* 1 November 2005

AFI 33-324, *The Air Force Information Collections and Reports Management Program,* 6 March 2013

AFI 33-360, *Publications and Forms Management,* 7 February 2013

AFMAN 33-363, *Management of Records,* 1 March 2008

AFI 48-123, *Medical Examinations and Standards*, 24 September 2009

AFI 90-201, *The Air Force Inspection System,* 2 August 2013

AFI 91-202, *The US Air Force Mishap Prevention Program,* 5 August 2011

AFI 91-204, *Safety Investigations and Reports,* 24 September 2008

AFMAN 91-223, *Aviation Safety Investigations and Reports,* 16 May 2013

FAAO JO 1900.47D, *Air Traffic Organization Operational Contingency Plan,* 8 March 2013

FAAO JO 7010.1 T, *Air Traffic Organization Safety Evaluation and Audits,* 24 June 2008

FAAO 7050.1A, *Runway Safety Program,* 16 September 2010

FAAO JO 7210.3, *Facility Operation and Administration*, 9 February 2012

FAAO JO 7220.1, *Certification and Rating Procedures for Department of Defense (DoD) Personnel,* 20 October 2008

FAAO 8020.16, *Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting,* 27 December 2010

Part 65, *Certification: Airmen Other Than Flight Crewmembers,* 10 August 1962

Part 65.39, *Practical Experience Requirements: Facility Rating,* 10 August 1962

Forms Adopted

AF Form 457, *USAF Hazard Report*

AF Form 623, *Individual Training Record Folder*

AF Form 623a, *On-the-Job Training Record Continuation Sheet*

AF Form 651, *Hazardous Air Traffic Report (HATR)*

AF Form 847, *Recommendation for Change of Publication*

AF Form 3616, *Daily Record of Facility Operation*

AF Form 3622, *Air Traffic Control/Weather Certification and Rating Record*

AF Form 4058, *Airfield Operations Policy Waiver*

FAA Form 7220.1, *Air Traffic Control Specialist (ATCS) Certificate*

FAA Form 8060-4, *Temporary Airman Certificate*

FAA Form 8400-3, *Application for an Airman Certificate and/or Rating*

Abbreviations and Acronyms

(Added-ANG) ACSE—Assistant Chief, Standarization and Evaluation

AFB—Air Force Base

AFFOR—Air Force Forces

AFI—Air Force Instruction

AFLD—Airfield

AFM—Airfield Manager

AFSAS—Air Force Safety Automated System

AFRSAT—AF Runway Safety Action Team

AFSC—Air Force Specialty Code

AM—Airfield Management

AMIC—Aircraft Mishap Investigation Course

ANG—Air National Guard

ANSE—Assistant NCOIC, Standardization and Evaluation

AO—Airfield Operations

AOAS—Airfield Operations Automated Systems

AOB—Airfield Operations Board

AOF—Airfield Operations Flight

AOF/CC—Airfield Operations Flight Commander

AOM—Airfield Operations Management

AOSS—Airfield Operations System Specialist

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATCS—Air Traffic Control Specialist

(Added-ANG) ATCS—Air Traffic Control Squadron

(Added-ANG) ATCS/CC—Air Traffic Control Squadron Commander

(Added-ANG) ATSEP—Air Traffic System Evaluation Program

ATSN—Assistant NCOIC, ATC Training and Standardization

(Added-ANG) ATSN—Assistant Chief, ATC Training and Standardization (Civilian)

BASH—Bird/Wildlife Aircraft Strike Hazard

BCE—Base Civil Engineer

CCTLR—Chief Controller

CE—Civil Engineering

CFETP/STS—Career Field Education and Training Plan/Specialty Training Standard

CMAV—Controlled Movement Area Violation

CRM—Crew Resource Management

CS—Communications Squadron

(Added-ANG) CSE—Chief, Air Traffic Control Standardization and Evaluation (Civilian)

CTO—Certificate and Control Tower Operator

DO—Director of Operations

DoD—Department of Defense

DoT—Department of Transportation

FAA—Federal Aviation Administration

FLIPs—Flight Information Publications

GCA—Ground Controlled Approach

GPD—Global Procedure Designer

HAF—Headquarters Air Force

HATR—Hazardous Air Traffic Report

HQ AFFSA—Headquarters Air Force Flight Standards Agency

ICAO—International Civil Aviation Organization

IG—Inspector General

IGEMS—Inspector General Evaluation Management System

IGI—Inspections Directorate

LOP—Letter of Procedure

MACA—Mid-Air Collision Avoidance

MAJCOM—Major Command

MSG—Mission Support Group

(Added-ANG) NGB/A3—NGB Director, Air, Space and Cyber Operations

(Added-ANG) NGB/A3A—NGB Air Traffic Control, Airspace & Ranges Division

NSE—NCOIC, ATC Standardization and Evaluation

(Added-ANG) NSE—NCOIC, Standardization and Evaluation

NATCT—NCOIC, Air Traffic Control Training

OG—Operations Group

OPR—Office of Primary Responsibility

(Added-ANG) OSF/CC—Operations Support Flight Commander

OSS—Operations Support Squadron

PCA/PCS—Permanent Change of Assignment/Permanent Change of Station

PCG—Position Certification Guide

PWS—Performance Work Statement

RAPCON—Radar Approach Control

RFC—Radar Final Control

RI—Runway Incursion or Readiness Inspection

SAC—Self Assessment Checklist

SAV—Staff Assistance Visit

SII—Special Interest Item

SOW—Statement of Work

SPTG—Support Group

TERPS—Terminal Instrument Procedures

TRB—Training Review Board

(Added-ANG) TSN—Chief, ATC Training and Standardization (Civilian)

WG—Wing

Terms

Aircraft Mishap Investigation Course (AMIC)—This course provides aircraft mishap investigation techniques and procedures. Course provided by Air Force Safety Center, Kirtland AFB, NM.

Airfield Operations—All ATC, AM, ATCALS, airfield and associated functions supporting the flying mission at a particular location. Although normally centered on a single, terminal environment, this may include enroute control, range complexes and multiple airfields.

Career Field Education and Training Plan (CFETP)—CFETP is a comprehensive core-training document that identifies life-cycle education and training requirements; training support

resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. It is the formal training contract between the AF Career Field Manager and AETC for formal accession and life-cycle skills training.

Compliance Inspection—Inspections conducted to assess areas mandated by law as well as mission areas that are critical or important to the health and performance of organizations; failure to comply with the established directives in these areas could result in legal liabilities, penalties, or mission impact.

Control Tower Operator (CTO)—Includes local control, ground control and flight data positions**.**

Controlled Movement Area (CMA)—As defined in Airfield Operations Instructions, any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control approval for access (normally via two-way radio contact with the control tower). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. **Note:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary. Also called CMA.

Controlled Movement Area Violation (CMAV) Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific control tower approval. This definition includes Runway Incursions (RI) and infractions caused by communication errors.

Refer to AFMAN 91—223 for reportable HATR reporting procedures and for reportable CMAV events.

Ground Controlled Approach—A fixed, mobile, or transportable facility that provides radar arrival and RFC services within airspace designated by an approach control facility. Also called GCA.

Hot Spot—A runway safety related problem area or intersection on an airfield. Typically it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

Knowledge Testing—General knowledge tests administered by inspectors to gauge the comprehension level of functional areas and for trend analysis purposes.

Radar Approach Control—A fixed, mobile, or transportable radar facility that provides approach control, arrival and RFC services using surveillance radar. Also called RAPCON.

Radar Final Control (RFC)—An air traffic control service that provides navigational guidance or approach monitoring during the final approach phase of flight. This service normally includes precision approach radar (PAR) approaches, instrument approach monitoring using precision approach radar equipment when final approach courses are coincident, flight following, airport surveillance radar (ASR) approaches and safety alert services. Additional services are provided within system capability. A controller assigned to the radar final control position (called the radar final controller) normally provides this service.

Runway Incursion—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories:

1) Operational Error (OE)—A failure of the air traffic control system that results in loss of separation.

2) Pilot Deviation (PD)—The action of a pilot that results in the violation of ATC instructions, AFIs and/or FARs.

3) Vehicle/Pedestrian Deviation (V/PD)—Any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.

Special Interest Item (SII)—An area of focus for management; used to gather data and assess the status of specific programs and conditions in the field.

Specialty Training Standard (STS)—An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform and identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted Air Force specialty. It further serves as a contract between Air Education and Training Command and the functional user to show the overall training requirements for an Air Force Specialty Code that are taught in formal schools and correspondence schools.

Attachment 2

SAMPLE ATSEP REPORT (DELETED)

Attachment 3

FOR OFFICIAL USE ONLY (WHEN FILLED)

SAMPLE AFRSAT REPORT

UNITED STATES AIR FORCE
RUNWAY SAFETY ACTION TEAM REPORT

Blank AFB, 27-31 July 2010

FOR OFFICIAL USE ONLY (When filled)

Section I - Executive Summary

Purpose and Scope:

This AFRSAT visit was initiated as a result of Blank AFB having the third highest number of runway incursions in 2009. It included: an evaluation of management of the airfield driving program; air traffic and flight procedures; airfield infrastructure, Squadron Airfield Driving Program Management (ADPM) and Wing Safety. This report includes recommendations proposed to the Wing/CC to help reduce the number of runway incursions.

Overview: Blank AFB has adequate procedures in place to promote runway safety. All units and agencies interviewed displayed a high level of experience and knowledge of the runway incursion problem. Personnel expressed significant interest in reducing the number of runway incursions, and welcomed any inputs by the team. Blank AFB is a 24/7 airfield, averaging more than 55K runway operations per a year. There are multiple types of aircraft missions; helicopter operations, unmanned aircraft, fighter and mobility operations. Assigned aircraft include C-130s, and B-1s.

Wing Leadership: The Wing leadership is keenly aware of their runway incursion trend and have aggressively implemented several measures that have already shown progress in reducing the number of runway incursions. The following actions have been taken:

1. Installed runway guard lights at taxiway Hotel at Runway 36 and repainted airfield markings
2. Created a Runway Incursion Board to evaluate runway incursions and make recommendations for improvements.
3. Initiated project to build perimeter road around the approach end of Runway 24.

Airfield Configuration: Blank AFB has three runways: runways 18R/36L, 18L/36R and 6/24. Runway 6/24 is the primary instrument runway. Runway 6 and 36L cross each other at their approach end. Aircraft must taxi across runway 36L on taxiway Hotel to get to the approach end of Runway 6 and normally taxi down Runway 6 to takeoff the full length of runway 36L. This particular intersection (36L & Hotel) contributed to 45% of all runways. Another "Hot Spot" for runway incursions is access to the Army Ramp on the South side of the airfield. For vehicles to get to where the Army helicopters are parked, drivers must cross the approach end of Runway

24. This crossing accounted for 30% of all runway incursions. See airfield diagram, Attachment 1.

Air Traffic Control: The control tower provides excellent view of all runways. The height of the Control Tower, and it's location from the runways are adequate. An almost constant flow of aircraft and vehicular traffic emphasize the need for positive control and keen situational awareness by the controllers. Controllers received additional training on Controlled Movement Area Violations (CMAV) /Runway Incursions, and incorporated a "Lessons Learned" document for all controllers to review in the facilities Recent Information File (RIF). Controllers are keenly aware of the runway incursion potential and pay particular attention to runway crossing procedures to ensure the safety of operations while meeting the flying mission requirements.

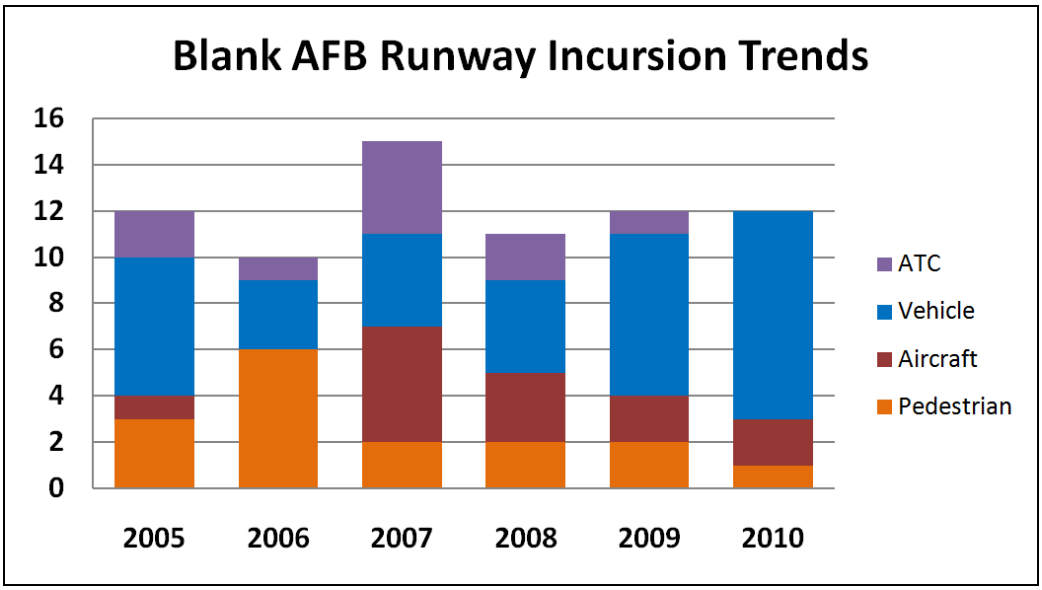
Airfield Management: Airfield Management is effectively managing the Airfield Driving Training Program and airfield safety. The Airfield Manager and Deputy Airfield Manager have taken positive steps to improve training of airfield drivers and improve airfield markings and signs. Runway incursions are briefed at the Airfield Operations Board. The Wing's Airfield Driving Program is extremely large and challenging with 40 units. Currently, Airfield Management tests all airfield drivers. On average more than 200 personnel are tested each month. There were several areas discovered should be improved on the airfield to include airfield markings and signs. The Airfield Driving Training Program was adequate, however several changes are recommended to improve the overall management of the program and the training of airfield drivers.

Airfield Driving Program Managers: The team evaluated 20 unit airfield driving training programs and found that 20% were not managing their program in accordance with local guidance. More than 50 drivers were checked for AF IMT 483 and several drivers were discovered did not have them. The units ADPMs were notified and an investigation into those organizations found several problems with personnel in-processing, lack of supervision involvement and program management.

Section II – Trend Analysis

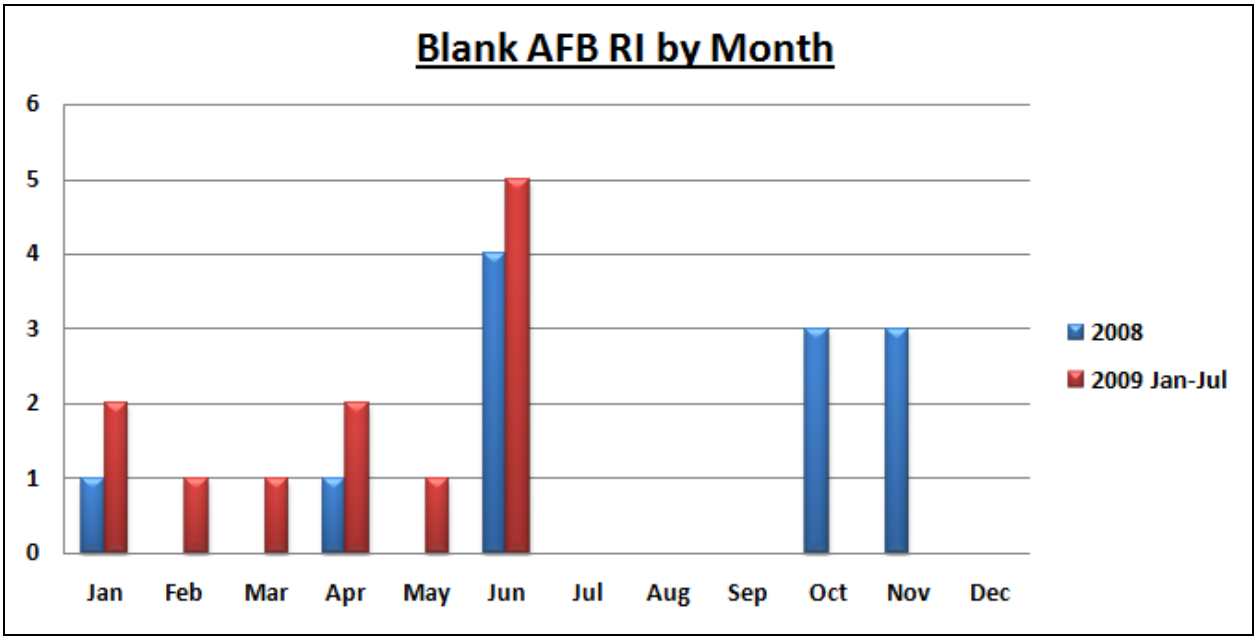
A thorough analysis was conducted of all CMAVs and Hazardous Air Traffic Reports (HATRs) runway incursions that occurred over the past five years (Figure A3.1). In 2009, Blank AFB had a 9% increase in the number of runway incursions from 2008. Thus far in 2010, there have already been 12 runway incursions with five months left in this year.

Figure A3.1. Blank AFB Runway Incursion Trends.



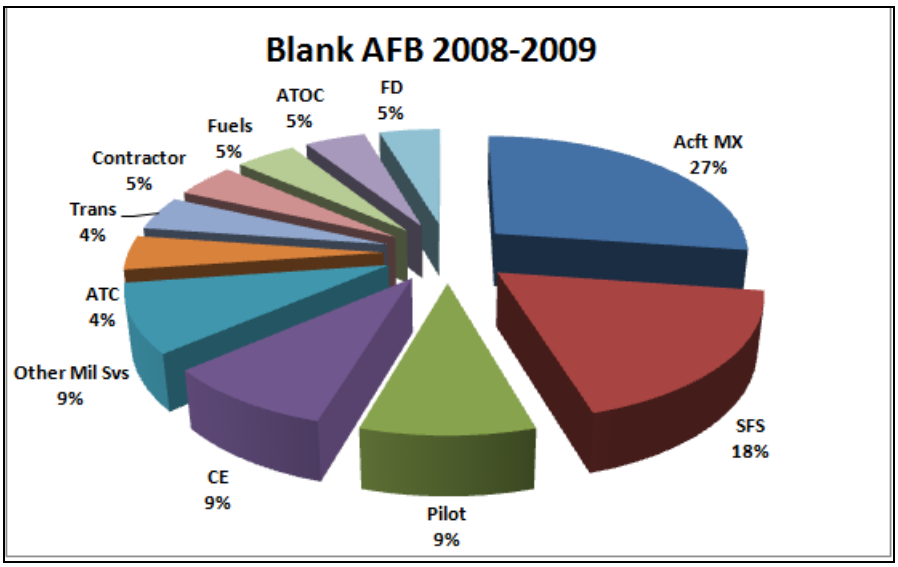
Historically, the months of June, September, and November are peak months for runway incursions. These time frames appear to be high traffic periods due to scheduled exercises and the influx of new and inexperienced airfield drivers significantly contributes to the increase in incursions. (Figure A3.2)

Figure A3.2. Runway Incursions by Month.



Similar to Air Force trend data, Aircraft Maintenance, Security Forces and Civil Engineering have committed the most runway incursions on the airfield (54%). These organizations have the majority of the airfield drivers and due to the airfield layout are required to cross the runways at several locations to perform their duties. There are currently no specialized briefings or training provided to these high risk installations. (Figure A3.3)

Figure A3.3. Blank AFB 2008- 2009 Runway Incursion Violators.



Section III - Problems and Recommendations

Airfield:

1. Problem: Several runway hold position sign's internal lighting was inoperative for extended periods. Taxiway A1 is missing a runway hold sign. Also, the runway hold sign is not collocated with the runway hold marking at several locations. Work orders and NOTAMs are submitted to correct/mitigate these problems.

Recommendation: Immediately repair runway hold signs. Ensure a bench stock of replacement parts is available to repair frequent outages. Install runway hold sign on taxiway A1. Ensure a runway hold sign is installed adjacent to all runway hold lines.

2. Problem: Several runway hold line markings are faded, non-reflective or barely visible on taxiways leading to runway 18L/36R. In addition, several old runway hold lines have been blacked out instead of being removed, thus leading to confusion on where the actual hold lines are located. IAW AFI 32-1042, runway hold lines cannot be blacked out, they must be removed.

Recommendation: As required, repaint new runway hold lines and markings for Runway 18L/36R and other taxiways and aprons. Immediately contract or gain the capability to remove old runway hold lines. Consider power washing runway hold line markings that are barely visible due to dirt obscuring the marking.

Air Traffic Control:

3. Problem: Several phraseology errors were consistently noted. Specifically, phraseology pertaining to observed abnormalities and intra-facility coordination for runway crossings.

Recommendation: Increased training and facility management oversight is required to reduce

and identified these coordination and phraseology errors. Ensure phraseology used is IAW FAAO JO 7110.65, Ch 2-7, 9 & 10.

4. Problem: Construction floodlights create a glare in the Control Tower reducing visibility of controllers.

Recommendation: CE and Airfield Operations must ensure there is close coordination with the Control Tower before starting construction projects using floodlights for night operations.

Airfield Management:

5. Problem: Procedures are not developed for contractor personnel to receive training on airfield safety and airfield driving requirements before work can commence on the airfield.

Recommendation: Ensure these procedures are not delineated in airfield construction contracts.

6. Problem: There is limited use of local resources to educate/inform airfield users on runway incursion prevention.

Recommendation: Utilize local resources, base paper, bulletins, commander's channel, locally developed posters/advertisements, etc. to provide updates, promote runway incursion prevention and lessons learned information to airfield drivers.

Airfield Driving:

7. Problem: Training criteria and procedures for issuing AF 483s are not included in the current airfield driving instruction.

Recommendation: Immediately rewrite the airfield driving instruction and ensure compliance with AFI 13-213.

8. Problem: Not all airfield drivers are completing all local training required by local Airfield Driving Instruction (ADI) or supplemental messages. The Blank AFB Airfield Driving PowerPoint slide presentation and training video are not clearly delineated as required trainings item for all airfield drivers.

Recommendation: Immediately provide all official training material to ADPMs. Ensure all training requirements are specifically identified in Blank AFB ADI, to include any local video training, PowerPoint slides, etc.

9. Problem: Not all vehicles operating in the Controlled Movement Area (CMA) have mobile radios installed in the vehicle.

Recommendation: To the maximum extent possible, require the installation of mobile radios in all vehicles that routinely operate in the CMAs. Use handheld radios as a backup. Ensure all personnel who operate a vehicle on the runway and CMA are trained on how to operate radios and effectively communicate with ATC.

10. Problem: No checklists are being used to complete the day and night orientations or practical airfield drivers test.

Recommendation: Develop and utilize a checklist for airfield driver trainers to use when conducting the airfield driving orientations and practical driving test. A checklist will ensure all airfield drivers are shown all required areas of the airfield and complete all required training during practical drivers test.

Section IV - Personnel Contacted

Col Davis	Lt Col Alexander
FTW/CC	OSS/CC
Lt Col Handgrove	Lt Col Smith
FTW/SE	AMS/DO
Capt Pitt	Mr. Woods
AOF/CC	306 OSAM
Mr. Thomas	Maj Borne
306 OSAT	306 SFS/CC

Distribution:

ABW/CC/CV ..... 1 each

FTW/CC/CD/SEF 1

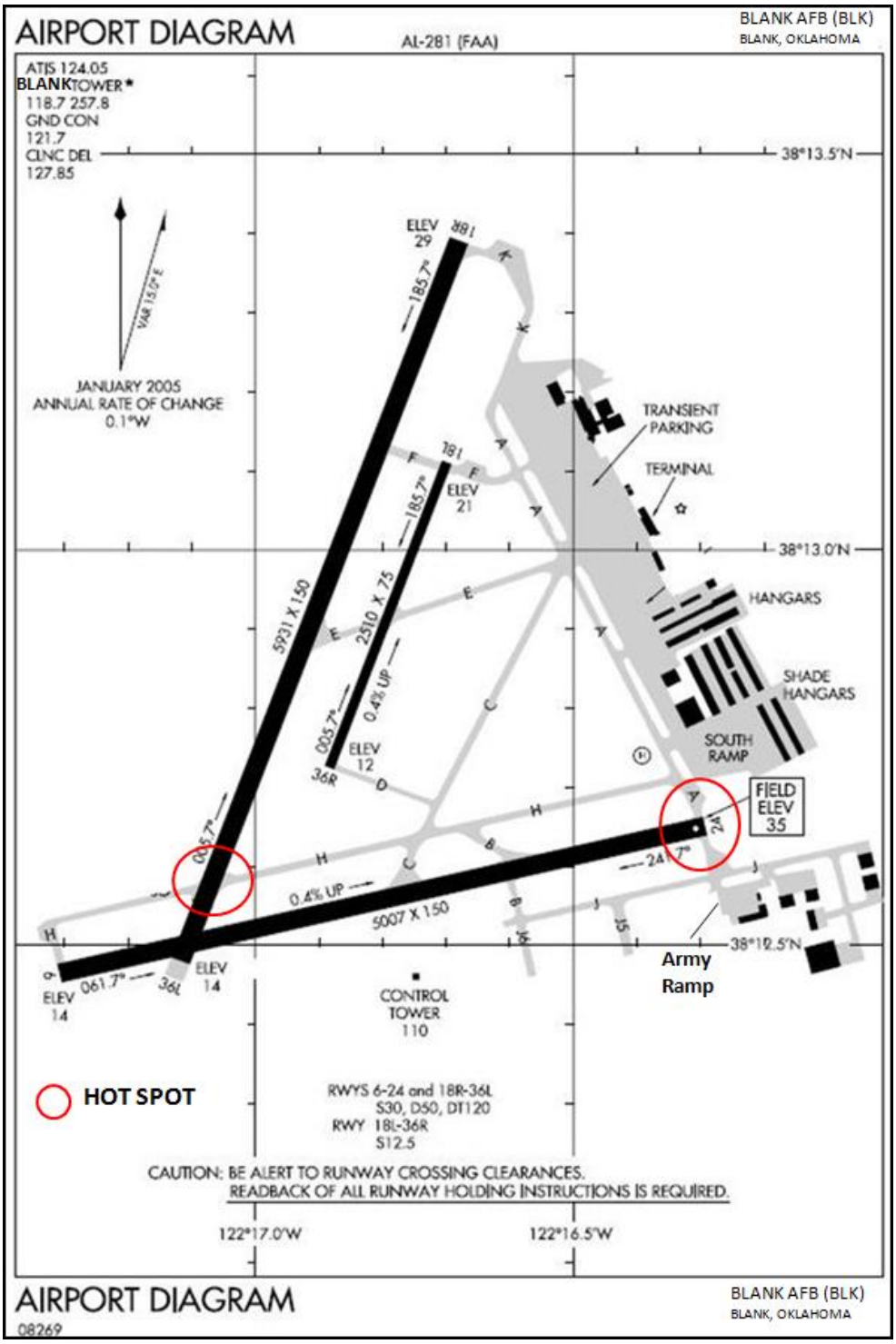
OSS/CC/DO/OSA/OSAA/OSAT 1

FTS/CC/DO 1

AMS/CC/DO..... 1

FTS/CC/DO 1

HQ MAJCOM 1


AIRPORT DIAGRAM
AL-281 (FAA)
BLANK AFB (BLK)
BLANK, OKLAHOMA
ATIS 124.05
BLANKTOWER*
118.7 257.8
GND CON
121.7
CLNC DEL
127.85
38°13.5'N
VAR 13.0°E
JANUARY 2005
ANNUAL RATE OF CHANGE
0.1°W
ELEV 29
185.7°
TRANSIENT PARKING
TERMINAL
ELEV 21
38°13.0'N
5931 X 150
2510 X 75
0.4% UP
005.7°
ELEV 12
36R
HANGARS
SHADE HANGARS
SOUTH RAMP
FIELD ELEV 35
241.7°
0.4% UP
5007 X 150
38°12.5'N
Army Ramp
ELEV 14
061.7°
36L
ELEV 14
CONTROL TOWER 110
HOT SPOT
RWYS 6-24 and 18R-36L
S30, D50, DT120
RWY 18L-36R
S12.5
CAUTION: BE ALERT TO RUNWAY CROSSING CLEARANCES.
READBACK OF ALL RUNWAY HOLDING INSTRUCTIONS IS REQUIRED.
122°17.0'W
122°16.5'W
AIRPORT DIAGRAM
BLANK AFB (BLK)
BLANK, OKLAHOMA
08269

Attachment 4

AIRFIELD CERTIFICATION/SAFETY INSPECTION CHECKLIST

AIRFIELD CERTIFICATION/SAFETY INSPECTION				
Airfield Name	**Inspection Date**	**Y** = Yes **N** = No, remarks required **N/A** = Used only when airfield facility or requirement is not		
FACILITIES – All items must be inspected unless a facility is not available.		**Y**	**N**	**N/A**
Section 1. Pavement Areas. REFERENCE: AFI 13-204v3, ETL 02-19, ETL 04-9, UFC 3-260-01, and UFC 3-260-03, or applicable ICAO, NATO or STANAG standards. (Runways, Taxiways,				
1.1. Are pavement areas free of depressions and drain sufficiently to prevent ponding that obscures markings, attracts wildlife or otherwise impairs safe aircraft operations such as hydroplaning?				
1.2. Are pavements free of excessive rubber deposits, loose aggregate, contaminants or other foreign objects?				
1.3. Are pavement areas free of scaling, spalling, cracks and surface variations such as bumps and low spots that could cause damage to aircraft, cut tires or cause tail hook skip?				
1.4. Are runway, taxiway, apron edges and pavement joints free of vegetation growth that impedes drainage or causes premature pavement				
1.5. Are pavements free of holes that could impair directional control of aircraft or possibly damage a tire? Holes greater than 3" in diameter can damage small, high pressure tires on trainer and fighter aircraft.				
1.6. Are the pavement lips (the area between full-strength pavement and runway/taxiway/apron shoulders areas) no greater than necessary to allow water to drain off the pavement?				
1.7. Are primary pavements structurally capable of supporting the mission? (Review latest HQ Air Force Civil Engineer Support Agency (HQ AFCESA) Pavement Evaluation Report)				
1.7.1. Is the HQ AFCESA airfield pavement evaluation report current? (Evaluation is ten years or less, and reflects the latest repair/construction efforts affecting structural capacities at the time of the evaluation).				
1.8. Are runway friction characteristics adequate? (See latest HQ AFCESA Friction Characteristics Report)				

1.8.1. Is the HQ AFCESA airfield pavement condition index survey current? (Survey is five years or less, and reflects the latest repair/construction efforts affecting pavement condition at the time of the evaluation?)			
1.9. Is Pavement Condition Index (PCI) greater than 70? (See latest Pavement Condition Report) Pavement must have a PCI equal to or greater than 70 to be rated adequate.			
Section 2. Airfield Safety Clearances and Apron Areas. REFERENCE: UFC 3-260-01, AFI 32-7063, and AFH 32-7084 or applicable ICAO, NATO or STANAG standards. (The inspection team must have a current copy of the airfield waiver file, including a map of the airfield annotated with the airfield imaginary surfaces, as well as all exemptions, waivered			
2.1. Are the runway lateral clearance zone (Class A: 500 feet; Class B: 1000 feet either side of the runway centerline) ground surfaces clear of fixed or mobile objects (other than exemptions, permissible deviations and waivered items) and graded to the requirements of Table 3.2, Items 12 - 14. In addition, note any erosion, unusual depressions that may indicate collapsed subsurface drainage structures or power ducts and/or rutting, caused by			
2.2. Is the graded area of the clear zone cleared, grubbed of stumps and free of abrupt surface irregularities, ditches and ponding areas? See UFC 3-260-01 Table			
2.3. Is the graded portion of the Clear Zone free of above ground structures, objects, or roadways with exception to those items listed within UFC 3-260-01, Section 13? Land use within the remainder of the clear zone must comply with AFI 32-7063, Chapter 5 and AFH 32-7084.			
2.4. Are all penetrations to airfield imaginary surfaces documented? Check airfield obstruction maps for accuracy and currency. See UFC 3-260-01, Table 3.7. for dimensions and slopes. **Note:** Trees must be removed or trimmed to			
2.5. Are all violations along the taxiways documented? (The required clearance from taxiway centerline to fixed or mobile obstacles (taxiway clearance line) is: Class A: Min 45.72m [150ft]; Class B: Min 60.96m [200ft] This area is to be clear of all fixed and mobile obstacles except as noted in UFC 3-260-01, Section 13.			
2.6. Are all violations along the apron edges documented? (The required clearance from the apron boundary marking (double continuous 6-inch wide yellow stripes with a 6-inch gap) to fixed or mobile obstacles is based on the most demanding aircraft that will use the apron. Compute this distance in accordance with UFC 3-260-01, Table 6-1, Item 15.			
2.7. Are storm sewer system inlets and drainage channels free of debris? Note any standing water.			
2.8. Are manhole, handhole, drainage structures, inlet and sewer covers in place? Is the top surface of foundations, covers and frames at grade level (no more than 3-inches high)? (UFC 3-260-01, 3-9 and B13-2.2)			

Section 3. Airfield Markings. REFERENCE: AFI 32-1042 and ETL 04-2 or applicable ICAO, NATO or STANAG standards.			
1. Are the following airfield markings properly depicted and sited in accordance with current criteria? 2. Are markings free of peeled, blistered, chipped or faded paint? 3. Are markings clearly visible during the day and night? 4. Are runway markings free of excessive rubber deposit build up?			
3.1. Runways			
3.1.1. Centerline			
3.1.2. Threshold			
3.1.3. Displaced Threshold			
3.1.4. Designation			
3.1.5. Side Stripes			
3.1.6. Touchdown Zone			
3.1.7. Fixed Distance (ICAO: Aiming Points)			
3.1.8. Aircraft Arresting System Warning			
3.1.9. Overruns			
3.2. Taxiways			
3.2.1. Centerline Stripe			
3.2.2. Instrument Holding Positions			
3.2.3. VFR Runway Holding Position			
3.2.4. Side Stripes			
3.2.5. Taxi lane Edge Stripes			
3.3. Apron			
3.4. Helipads (Perimeter/Identification/ Hospital)			
3.5. Parking Ramps			
3.6. Closed Pavements			
3.6.1. Permanently Closed Runways/Taxiways			
3.6.2. Temporarily Closed Runways/Taxiways			
3.6.3. Aprons			
3.7. Barricades			
3.8. Shoulders (Deceptive Surface):			
3.8.1. Runway			
3.8.2. Taxiway			
3.8.3. Apron			
3.9. INS Checkpoints			
3.10. Ground Receiver Checkpoints			
3.11. Compass Calibration Pad			
3.12. Expedient Airfield Markings.			
3.12.1. Landing Zone			
3.12.2. Minimum Operating Strip (MOS)			
3.12.3. Taxiway			
3.13. Airfield Vehicular Access roads. (See Federal Highway Administration Manual on Uniform Traffic Control Devices) Available for download at http://mutcd.fhwa.dot.gov/pdfs/2003r1/pdf-index.htm.			

3.13.1. Are vehicular access roads leading to runways marked with a white "stop" bar at the normal positions for VFR or instrument hold lines?			
3.14. Are non-standard markings approved and do not interfere with required airfield markings?			
Section 4. Airfield Signs. REFERENCE: UFC 3-535-01 or applicable ICAO, NATO or STANAG standards.			
4.1. Are mandatory signs installed and properly sited in accordance with current criteria?			
4.2. Are informational signs properly sited in accordance with current			
4.3. Do all signs have the correct legend and orientation? Color coding? Easy to read? Illuminated for night operations?			
4.4. Are signs mounted on frangible couplings? Note any broken panels.			
4.5. Are signs clear of vegetation growth or dirt that obscures a vehicle operator or pilots view?			
4.6. Are signs the correct size, and are they installed at the correct distances from the edge of the pavement and in accordance with appropriate ILS			
Section 5. Airfield Lighting. REFERENCE: UFC 3-535-01 or applicable ICAO, NATO or STANAG standards.			
1. Are all required lighting systems installed on the airfield based on the level of operation in accordance with UFC 3-535-01, Table 2-1A. Visual Facilities AIR FORCE Airfield Requirements Matrix. 2. Are elevated fixtures mounted on frangible couplings on the following lighting systems? 3. Is the orientation of lenses within tolerances on the following lighting systems? **Note:** A light unit that appears dimmer or brighter is an indication the unit may be misaligned. 4. Are the following lighting systems: a. operable? b. properly sited in accordance with current criteria? c. clear of vegetation growth and foreign material that obscures vehicle operators and pilot's view?			
5.1. Approach Lighting Systems			
5.1.1. ALSF-1			
5.1.2. ALSF-2			
5.1.3. SALS			
5.1.4. SSALR			
5.1.5. MALSR			
5.1.6. REIL			
5.1.7. PAPI			
5.2. Runway Lighting Systems			
5.2.1. HIRL			
5.2.2. MIRL			

5.2.3. Threshold Lights			
5.2.4. Lights with Displaced Threshold			
5.2.5. Runway End Lights			
5.2.6. Runway Centerline Lights			
5.2.7. Touchdown Zone Lights			
5.2.8. CAT II and CAT III Lighting Systems (Centerline lights, Runway Guard lights, etc.)			
5.3. Taxiway Lighting			
5.3.1. Edge Lights			
5.3.2. Centerline Lights			
5.3.3. Runway Exit Lights			
5.3.4. Taxiway Hold Lights/Stop Bar			
5.3.5. Hold Position Edge Lights (Runway Guard Lights)			
5.3.6. End Lights			
5.4. Obstruction Lights			
5.5. Helipad Lights			
5.5.1. Perimeter Lights			
5.5.2. VFR Landing Direction Lights and Approach Lights			
5.5.3. Floodlights			
5.5.4. Approach Slope Indicator			
5.5.5. Identification Beacon			
5.5.6. Wind Direction Indicators			
5.6. Heliport Lights			
5.6.1. Heliport			
5.6.2. Rotary Wing Landing lanes			
5.6.3. Refueling Area Lights			
5.6.4. Hoverlane Lights			
5.7. Miscellaneous Lighted Visual Aids			
5.7.1. Airport Beacon			
5.7.2. Runway/Taxiway Retro-Reflective Markers			
5.7.3. Other Auxiliary Lights			
5.7.4. Apron/Security			
Section 6. Wind Cones. REFERENCE: UFC 3-535-01 or applicable ICAO, NATO or STANAG standards.			
6.1. Are wind cone fabrics in good condition? **Note:** Wind cone fabric must not be badly worn, rotted, faded or soiled.			
6.2. Does the wind cone assembly swing freely at 360 degrees? If the wind is not sufficient, swing the cone down to the servicing position and manually check for freedom of movement.			
6.3. Are wind cones illuminated? If so, are lights operable?			
6.4. Is the wind cone free of obscuring vegetation?			
6.5. Are wind cones sited in accordance with UFC 3 535-01?			

Section 7. Obstructions to Air Navigation. REFERENCE: CFR Part 77, UFC 3-260-01 or applicable ICAO, NATO or STANAG			
7.1. Are all airfield and base obstructions identified and documented? **Note:** Contact the Community Planner and TERPS for assistance in making this determination.			
7.2. Are all obstructions allowed (permissible deviations) or waived? Are they properly marked and lighted?			
7.3. Are all permissible deviations sited and constructed in accordance with applicable criteria? If not, has a temporary waiver been submitted?			
Section 8. Arresting Systems. REFERENCE: AFI 32-1043, AFH 32-1084, UFC 3-260-01 or applicable ICAO, NATO or STANAG standards.			
8.1. Are unidirectional systems and nets located no closer than 35 feet from the threshold of the runway? **Note:** Runway threshold markings begin 20 feet inboard of the full strength pavement; therefore, do not install a unidirectional system within 55 feet of the threshold markings.			
8.2. Are energy absorbers (except BAK-13 and ships' anchor chains) located below grade or at least 275 feet from the centerline of the runway pavement? BAK-13 installations may be as close as 150 feet from runway edge if installed in a semi permanent configuration. BAK-12 systems require 290 meters (950 feet), or 366 meters (1,200 feet) plus the length of the aircraft for unobstructed run out (See FLIP to determine configuration at your base). BAK-13 systems require 290 meters (950 feet) plus the length of the aircraft for unobstructed run out. (**Note:** Runout from one system must not conflict with the cross-runway location of another system.)			
8.3. Are paved transitions and buried crushed stone ramps provided around the arresting system components located on the runway shoulders? Is the area over the fairlead tube finished to a grade of 1V: 30H or flatter? See AFI 32-1043 for additional information.			
8.4. Do the shelters used for above-grade systems comply with the requirement in AFI 32-1043 and UFC 3-260-01, Section 13?			
8.5. Is the minimum effective pendant height greater than 1.5 inches? If the effective pendant height is 1.75 inches or less has a repair action been initiated? If the effective pendent height is less than 1.5 inches, has an emergency repair been initiated?			
8.6. Do aircraft arresting systems meet location and siting requirements?			
8.7. Do arresting system cables have proper tension, doughnut spacing, and tie- downs? Are there any broken tie downs?			
8.8. Is the pavements type the same in the critical area (the center 75 feet of pavement within 200 feet on either side of the cable)? **Exception:** This does not apply to installation of sacrificial polyethylene panels or to emergency systems located within the overrun.			
8.9. Is the pavement within 200 feet either side of the cable free of excessive paint build up that could cause a tail hook skip?			
Section 9. Other Hazards. REFERENCE: AFI 91-202, AFP 91-212, AFI 31-101 or applicable ICAO, NATO or STANAG standards.			

9.1. Are all Bird/Wildlife hazards and habitat control identified and management control measures in place?			
9.2. Is the airfield a controlled area (security, fencing, barricades, etc.) to prevent unauthorized access?			
Section 10. Local Information/Hazardous REFERENCE: WING/BASE INSTRUCTIONS			
Comments			
(Name, Rank, Title, Signature and Agency/office symbol)			
Inspection Team	*Coordination*		
ORM Certification: I have reviewed the results of the airfield certification/safety inspection and have determined it to be accurate and the deficiencies noted have acceptable risk control measures and determined to be the minimum acceptable risk.			
DATE:	NAME (TYPE/PRINT Name, Rank and Title):	OG/CC Signature:	
DATE:	NAME (TYPE/PRINT Name, Rank and Title):	MSG/CC Signature:	
DATE:	NAME (TYPE/PRINT Name, Rank and Title):	WG/CC Signature:	